

## TRAVEL CARD TRAINING

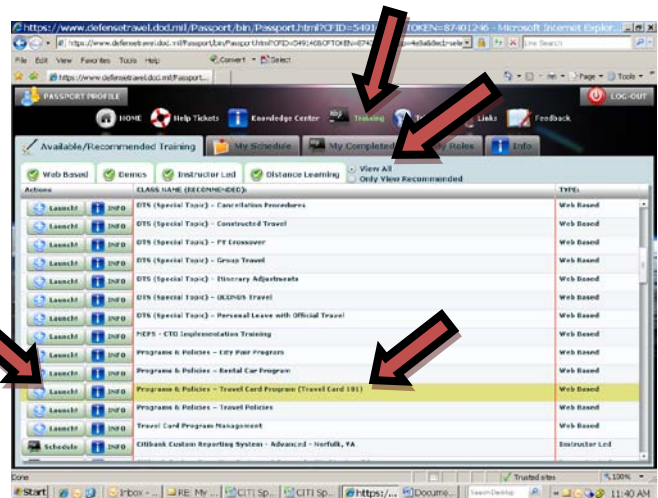
### Training:

- New applications will not be submitted without Training Certificate.
- Training is MANDATORY and must be renewed every three years.
- If you have a current Travel 101 Certificate – please forward to the appropriate APC



- 1) Log into DTMO and register:  
<https://www.defensetravel.dod.mil/Passport>
- 2) Click on Register and follow instructions.
- 3) Once you have registered and set up your email login and password LOGIN.

**NOTES:** Once you are registered in Passport, we recommend using the CAC login feature entitled "Login using your Common Access Card..." which is located on the bottom of the login section. The CAC login feature is enabled by first selecting "Login using your Common Access Card...". When the login screen appears, you will be prompted to enter your Passport user ID and password. Press OK and your CAC will be registered. The next time that you log into Passport, simply select "Login using your Common Access Card...".



- 4) Click on Training ICON at top of the screen.
- 5) Click on View ALL Tab
- 6) Select Programs & Policies – Travel Card Program (Travel Card 101)
- 7) Click on Launch
- 8) Complete Training
- 9) Print Certificate
- 10) Make a copy for your records and submit one to your APC:  
AED/GRD – Sheila Lane  
TAD/MED – Denise Bridges

**NOTES:** If you encounter problems launching the training, there could be a number of causes.

You will want to make sure that your computer is set to the proper specifications outlined in the Specific Requirements section of the course. Verify that you do not have any pop-up blocker turned on, or if you do, add "\*\*defensetravel.dod.mil/passport" to your list of trusted sites. You can check this by going to **TOOLS>POP-UP BLOCKER>POP-UP BLOCKER** settings.

Please ensure that you are not getting to Passport by following an external link and instead, go straight to <http://www.defensetravel.dod.mil/passport> to access the site.

While taking the course, the TRAX windows must remain open in the background. If closed, the course completion will not be recorded. When the course is complete, the "View Certificate" button must be pressed when it is displayed. Also, ensure that the course does not indicate that it was "Verified by User". If so, it must be deleted and retaken to allow a certificate to be printed.

**If you have any problems, please contact the helpdesk at 1-888-Help1Go (1-888-435-7146).**